



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
CHIEF OF STAFF
UNIT 29351
APO AE 09014-9351

AEAGF

MAR 5 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: HQ USAREUR Civilian Overtime and Compensatory Time

1. As the pace of operations within this command has increased over the last few months, we have relied on civilian employees to meet many of our critical missions. To provide flexibility, management has traditionally authorized the use of overtime and compensatory time to compensate civilian employees who, with advance management approval, must work past normal duty hours (normally more than eight hours per day or 40 hours per week). During the first four months of this fiscal year, HQ USAREUR has expended over \$270,000 on overtime for civilians and an additional \$470,000 of civilian overtime associated with contingency operations. We must cover these costs from current civilian pay accounts that are allocated to and managed by staff directorates, because we do not receive additional funding for overtime.

2. During this time of increased mission demands and scarcity of resources, we may find ourselves in a position where overtime requirements are justifiable, but we must closely monitor funding levels and usage to ensure it is only employed when critical and affordable. Wherever possible, consider use of authorized compensatory time when we need to extend the work hours of our civilian employees due to mission requirements. In approving compensatory time, consider that the individual must use that time within 26 pay periods to ensure it is not paid later as a non-budgeted overtime cost, and that the individual's maximum leave carry over may affect his ability to use it. Overtime and compensatory time should only be approved when:

a. Directed by management and approved prior to being worked. Only under emergency or extenuating circumstances should there be any after-the-fact approvals. Verbal approval of the anticipated overtime need should be obtained in these situations.

b. In your judgment mission tasks cannot be accomplished during the normal duty day or week.

c. Funds are sufficient and available prior to approval of overtime.

3. Overtime should not be authorized during the same week (Sunday through Saturday) that an employee has taken annual/compensatory leave. If an employee worked overtime during the first part of the week and then needed to take annual/compensatory leave, the overtime should be


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converted to compensatory time worked. (Exceptions may be made for employees with use-or-lose annual leave.) Supervisors do not need to be present while overtime/compensatory time is being worked.

4. A written time card must be used to document overtime and compensatory time approved for the pay period. The approved forms will be attached to the time and attendance report and will be kept in the supervisor's file.

5. We must continue to efficiently and effectively manage our employees and their workload to assure that all critical mission requirements are met. We must remember that overtime and compensatory time are tools to assist in this task, but they have very real costs to the organization in terms of morale, productivity and resources.


ANTHONY R. JONES
Major General, GS
Chief of Staff

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